Chinese

Standard Chinese: A modular Approach

Module 'Post Office and Telephone' Student Text

A Samurai Media FSI Course

FREE MP3 Download

http://www.fsicourses.com

Standard Chinese: A modular Approach - Module 'Post Office and Telephone' Student Text

Published in Hong Kong by Samurai Media Limited.

Email: info@samuraimedia.org

ISBN 978-988-8405-32-9

Copyright 2016 Samurai Media Limited.

1 Introduction - FSI Courses in 2016

The language courses developed by the Foreign Service Institute were mainly intended for employees of the U.S. foreign affairs community, preparing American diplomats as well as other professionals to advance U.S. foreign affairs interests overseas. Most of the courses were developed between 1960 and 1990 when the cold war was going on and US spies and intelligence personnel needed to acquire foreign language proficiency fast. This had a few implications on the courses. They were made for rapid language acquisition but definitely not with modern language learning methods like gamification in mind. You did not have to get the intelligence personnel motivated to learn the language, they were just ordered to do so. This makes these courses not the most entertaining language courses around. But on the other hand the FSI Courses are very well designed, with a big budget poured into them, to make you learn a language as efficient as possible. You will also find FSI courses for languages that you won't find elsewhere because they are too niche. Those languages might have other introductory courses but to go to a more advanced level, FSI courses are often the only option as a commercial course usually did not make sense.

So even today, many years after most of the FSI Courses were originally developed, they are one of the best language courses available on the market. Nowadays with more and more distractions coming into our lives, many learners prefer quick wins through courses that have gamification and other gimmicks built in. But if you are a serious learner committed to learn a language as fast and efficient as possible, FSI Courses are for you. You can always complement them with other material.

2 How to get the most out of this course

2.1 Get physical books

You can download this course including all audio material and PDF books for free from http://www.fsicourses.com. To get most out of the course however, you should consider to get the paper books for the course. This gives you a permanent physical reminder of what goal you are pursuing and motivates you to actually work with the course. If it is just a file somewhere on your computer, it is very likely that you forget about it rather quickly and get carried away by the multitude of distractions available. Furthermore a real book is perfect for note-taking which acts as a physical reminder and improves retention. It will also be a constant motivation for you, as you can literally see your progress.

2.2 Use a Spaced Repetition System

Although FSI Courses incorporate a lot of rote-learning, you should use a Spaced Repetition System (SRS) for long term retention. A SRS is a software in which you put phrases or vocabulary you want to remember in the form of Q&A pairs. The computer will ask you the question and you have to actively recall the answer. After that you will have to self-grade how good you could recall the answer. This grading will influence the scheduling of the next repetition, when the computer will ask you the same question. Those scheduling algorithms are quite sophisticated nowadays, so they won't bore you with asking a question again and again that you already know perfectly but ask it right before you would forget it.

Any SRS software will do, but one of the leading and free systems is Anki SRS. It is available for most platforms ans has a big community of users. Check out http://ankisrs.net/

3 Additional Learning Material

3.1 FSI Courses

Other books belonging to this course are:

- Standard Chinese: A modular Approach - Module 1: Orientation - Student Text
- Standard Chinese: A modular Approach - Module 1: Orientation - Student Workbook
- Standard Chinese: A modular Approach - Module 2: Biographic Information - Student Text
- Standard Chinese: A modular Approach - Module 2: Biographic Information - Student Workbook
- Standard Chinese: A modular Approach - Module 5: Transportation - Student Text
- Standard Chinese: A modular Approach - Module 5: Transportation - Student Workbook
- Standard Chinese: A modular Approach - Module 6: Arranging a Meeting - Student Text
- Standard Chinese: A modular Approach - Module 6: Arranging a Meeting - Student Workbook
- Standard Chinese: A modular Approach - Module 7: Society - Student Text and Workbook
- Standard Chinese: A modular Approach - Module 8: Traveling in China - Student Text and Workbook
- Standard Chinese: A modular Approach - Module 'Car' Student Text
- Standard Chinese: A modular Approach - Module 'Hotel' Student Text
- Standard Chinese: A modular Approach - Module 'Marriage, Birth and Death' Student Text
- Standard Chinese: A modular Approach - Module 'Personal Welfare' Student Text
- Standard Chinese: A modular Approach - Module 'Restaurant' Student Text

Check out http://www.fsicourses.com to download them and find links to the paper books.

3.2 'Real World' Material

The FSI Courses give you a very good foundation for the language. You should however supplement it with everyday material. Start by doing a web-search on YouTube.com for Chinese and you will find more media than you could possibly consume.

PREFACE

Standard Chinese: A Modular Approach originated in an interagency conference held at the Foreign Service Institute in August 1973 to address the need generally felt in the U.S. Government language training community for improving and updating Chinese materials to reflect current usage in Beijing and Taipei.

The conference resolved to develop materials which were flexible enough in form and content to meet the requirements of a wide range of government agencies and academic institutions.

A Project Board was established consisting of representatives of the Central Intelligence Agency Language Learning Center, the Defense Language Institute, the State Department's Foreign Service Institute, the Cryptologic School of the National Security Agency, and the U.S. Office of Education, later joined by the Canadian Forces Foreign Language School. The representatives have included Arthur T. McNeill, John Hopkins, John Boag, and Hugh Clayton (CIA); Colonel John F. Elder III, Joseph C. Hutchinson, Ivy Gibian, Major Bernard Muller-Thym, and Colonel Roland W. Flemming (DLI); James R. Frith and John B. Ratliff III (FSI); Kazuo Shitama (NSA); Richard T. Thompson and Julia Petrov (OE); and Lieutenant Colonel George Kozoriz (CFFLS).

The Project Board set up the Chinese Core Curriculum Project in 1974 in space provided at the Foreign Service Institute. Each of the six U.S. and Canadian government agencies provided funds and other assistance.

Gerard P. Kok was appointed project coordinator, and a planning council was formed consisting of Mr. Kok, Frances Li of the Defense Language Institute, Patricia O'Connor of the University of Texas, Earl M. Rickerson of the Language Learning Center, and James Wrenn of Brown University. In the fall of 1977, Lucille A. Barale was appointed deputy project coordinator. David W. Dellinger of the Language Learning Center and Charles R. Sheehan of the Foreign Service Institute also served on the planning council and contributed material to the project. The planning council drew up the original overall design for the materials and met regularly to review their development.

Writers for the first half of the materials were John H. T. Harvey, Lucille A. Barale, and Roberta S. Barry, who worked in close cooperation with the planning council and with the Chinese staff of the Foreign Service Institute. Mr. Harvey developed the instructional formats of the comprehension and production self-study materials, and also designed the communication-based classroom activities and wrote the teacher's guides. Ms. Barale and Ms. Barry wrote the tape scripts and the student text. From 1978 until the project's completion, writers for the course were Ms. Barale and Thomas E. Madden. They revised the field-test editions of the first six core modules and accompanying optional modules, and produced the materials subsequent to Module 6.

All Chinese language material was prepared or selected by Chuan Ouyang Chao, Yunhui Chao, Ying-chih Chen, Hsiao-jung Chi, Eva Diao, Jan Hu, and Tsung-mi Li, assisted for part of the time by Leslie L. H. Chang, Chieh-fang Ou Lee, Ying-ming Chen, and Joseph Yu Hsu Wang. Anna Affholder, Mei-li Chen, and Henry Khuo helped in the preparation of a preliminary corpus of dialogues.

Administrative assistance was provided at various times by Joseph Abraham, Vincent Basciano, Lisa A. Bowden, Jill W. Ellis, Donna Fong, Judith J. Kieda, Renee T. C. Liang, Susan C. Pola, Peggy Ann Spitzer, and Kathleen Strype.

The production of tape recordings was directed by Jose M. Ramirez of the Foreign Service Institute Recording Studio. The Chinese script was voiced by Mr. Chang, Ms. Chao, Ms. Chen, Mr. Chen, Ms. Diao, Ms. Hu, Mr. Khuo, and Mr. Li. The English script was read by Ms. Barale, Ms. Barry, Mr. Basciano, Ms. Ellis, Mr. Madden, Ms. Pola, and Ms. Strype.

The graphics were originally produced by John McClelland of the Foreign Service Institute Audio-Visual staff, under the general supervision of Joseph A. Sadote, unit chief.

Standard Chinese: A Modular Approach was field-tested with the cooperation of Brown University, the Defense Language Institute Foreign Language Center, the Foreign Service Institute, the CIA Language Learning Center, the United States Air Force Academy, the University of Illinois, and the University of Virginia.

The Commandant of the Defense Language Institute Foreign Language Center authorized the support necessary to print this edition.

James R. Frith, Chairman
Chinese Core Curriculum Project Board

TABLE OF CONTENTS

Preface iii

How to Study an Optional-Module Tape 1

Objectives for the Restaurant Module 2

Unit 1:
- Part I 4
- Part II 8
- Part III 12
- Unit Vocabulary List 16

Unit 2:
- Part I 18
- Part II 23
- Part III 28
- Unit Vocabulary List 32

Unit 3:
- Part I 34
- Part II 42
- Part III 47
- Unit Vocabulary List 49

Unit 4:
- Part I 51
- Part II 58
- Part III 62
- Unit Vocabulary List 65
- Foods 67

Objectives for the Hotel Module 71

Unit 1:
- Part I 72
- Part II 75
- Part III 77
- Part IV 79
- Unit Vocabulary List 81

Unit 2:
- Part I 83
- Part II 87
- Part III 91
- Part IV 95
- Unit Vocabulary List 97
- Things in a Hotel Room 99

Objectives for the Post Office and Telephone Module 101

Unit 1:
Part I 102
Part II 104
Part III 107
Part IV 110
Unit Vocabulary List 113

Unit 2:
Part I 115
Part II 117
Part III 119
Part IV 121
Unit Vocabulary List 123

Objectives for the Car Module 125

Unit 1:
Part I 126
Part II 130
Part III 135
Unit Vocabulary List 138

Unit 2:
Part I 140
Part II 143
Part III 147
Unit Vocabulary List 151
Parts of a Car 153

How to Study an Optional-Module Tape

The format of the optional modules is quite different from the format of the core modules, although both focus on what you need to know to deal with particular practical situations.

Each tape of an optional module is roughly equivalent to the five different tapes of a core-module unit, in the sense, at least, that it is intended as a self-contained presentation of a set of words and structures. Actually, however, an optional-module tape is closer to a combination of the C-1 and P-1 tapes of a core-module unit with almost all explanations left in the notes. Moreover, an optional-module tape introduces considerably more vocabulary than a core-module unit.

Each tape is divided into several parts. Each part introduces words and sentences, some of them for comprehension only, next reviews all production items, and then reviews comprehension in extended dialogues.

You may have found that you could work through the C-1 and P-1 tapes of a core-module unit a single time each, perhaps going back over a few sections once or twice. You are almost sure to find, however, that you need to work through an optional-module tape more than once, perhaps frequently backing up and frequently stopping to read the Notes.

When a new word or sentence is introduced, there is a pause on the tape before you hear the Chinese. On your first time through the tape, you may use this pause to glance at the word or sentence in the Reference List. On your next time through the tape, you may use it to try to say the Chinese, using the Chinese after the pause as a confirmation.

In the dialogues at the end of each part, there are very short pauses between sentences. These should be just long enough for you to stop and start the tape without missing anything. Stop the tape whenever you want to think over the previous sentence or try to translate it.

Objectives

General

The purpose of the Post Office and Telephone Module (PST/TEL) is to provide you with the linguistic skills you need to mail things, make phone calls and send telegrams.

Before starting the Post Office and Telephone Module, you should have at least completed the Directions Module. You may, of course, use this module at any later point in the course.

Specific

When you have finished this module you should be able to:

1. Locate a mailbox. Locate the nearest post office.
2. Buy postage for an air mail letter, a registered letter, aerogram, regular letter or postcard.
3. Buy letter paper, envelopes, aerograms and postcards.
4. Ship packages by sea or by air.
5. Insure packages or letters you send.
6. Locate a telegraph office.
7. Send a telegram.
8. Find the nearest public telephone.
9. Ask for help in using a phone directory.
10. Make a phone call, ask to speak with someone. Understand simple replies such as "that line is busy", "he is not here now" or "he will call you back".
11. Answer the phone and understand who the caller wishes to speak with. Tell the caller you will look for that person. Tell him whether the person he wishes to speak with is there, is busy, or not there.
12. Ask someone to speak louder or tell him you cannot hear him clearly.

Post Office and Telephone Module, Unit 1

PART I

1. Qǐngwèn, zhèr fùjìn yǒu yóuzhèngjú ma?	May I ask, is there a post office in the area?
2. Wǒ yào jì yìfēng xìn.	I want to mail a letter.
3. Zhèicéng lóu yǒu meiyou yóutǒng?	Is there a mailbox on this floor?
4. Nǐmen zhèige fúwùtái mài bu mài yóupiào?	Does your service desk here sell stamps?
5. Wǒ yào jì yìfēng guàhào xìn.	I want to send a registered letter.
6. Lóuxià xiǎomàibù mài bu mai xìnzhǐ, xìnfēng?	Does the variety store downstairs also sell letter paper and envelopes?

NOTES AFTER PART I

yìfēng xìn: -Fēng is the counter for letters and other things with envelopes.

-céng: Counter for floors of buildings.

guàhào xìn: Guàhào is the verb 'to register'. It is used here as a modifier. It precedes the noun it modifies.

Peking:

On his way out to mail some things, an American asks the service attendant for the floor of his hotel for some information.

M:	Nǐ yǒu shì ma?	Can I help you?
F:	Duì, Fàndiànlǐ yǒu yóuzhèngjú ma?	Yes, is there a post office in the hotel?
M:	Yǒu, zài yìlóu, xiàle diànti wàng yòu zǒu. Guòle màishūde jiù shì yóujú. Kěshi xiànzài yóujú yǐjīng guān mén le. Rúguo nín jiù yào mài yóupiào, wǒmen zhèr yě mài.	Yes, it's on the first floor. When you get off the elevator go to the right. When you've passed the bookshop there's the post office. But they have already closed. If you only want to buy stamps, we sell them here.
F:	Wǒ yào yóupiào, hái yǒu liǎngfēng xìn yào guàhào.	I need some stamps, there are also two letters that I need to register.
M:	Ou, jì guàhàoxìn nín děi dào yóujú qù jì.	Oh, if you want to mail registered letters you'll have to go to the post office.
F:	Yóujú jǐdiǎn zhōng kāi mén?	What time does the post office open?
M:	Qīdiǎnbàn kāi mén, xiàwu liùdiǎnbàn guān mén.	It opens at seven-thirty, and closes at six-thirty in the afternoon.
F:	Zhèicéng lóu yǒu méiyou yóutǒng?	Is there a mailbox on this floor?
M:	Méiyou, yóutǒng zài yóujú ménkǒur.	No, the mailbox is by the door to the post office.
F:	Nǐmen zhèr yě mài xìnzhǐ, xìnfēng ma?	Do you also sell stationery and envelopes here.
M:	Wǒmen bu mài, jiù yǒu fàndiànde xìnzhǐ xìnfēng. Lóuxiàde xiǎomàibù mài.	No we don't, we just have the hotel stationery and envelopes. The variety shop downstairs sells them.

PART II

7. Láojià, wàng Shànghǎi jìde hángkōng xìn yào tiē duōshao qiánde yóupiào.	Excuse me, how much postage do you need to put on an air mail letter to Shanghai?
8. Wàng Měiguo jìde hángkōng yóujiǎn yào tiē duōshao qiánde yóupiào?	How much postage do you have to put on an aerogram to America?
9. Dào Guǎngzhōu qùde píngxìn shi duōshao qián?	How much postage do you have to put on a postcard to Hong Kong?
10. Jì dào Xiānggǎng qùde míngxìnpiàn shi duōshao qián?	How much postage do you have to put on a postcard to Hong Kong?
11. *Guónèide hángkōng xìn dōu shi yìmáo.*	*All air mail within the country is ten cents.*
12. *Jì dào guówài qùde hángkōng xìn shi qīmáo.*	*Air mail letters going out of the country are seventy cents.*
13. *Běnshìde píngxìn sìfēnqián.*	*Regular mail within the city is four cents.*
14. *Wàidìde pingxin bafenqian.*	*Regular mail outside the city is eight cents.*

NOTES AFTER PART II:

tiē: This is the verb 'to stick something on or to something else'.

Běnshìde píngxìn/wàidìde píngxìn: In the PRC mail rates differ depending on whether something is going to someplace in the city, out of the city, or out of the country. For the last two categories air mail service is available.

běnshì: 'This city'.

wàidì: 'Foreign place', 'outside this city'.

Peking:

A conversation at the Post Office.

M: Láojià, wàng Shànghǎi jìde hángkōng xìn yào tiē duōshao qiánde yóupiào?	Excuse me, how much postage do you need to put on an air mail letter to Shanghai?
F: Yìmáo. Guónèide hángkōng xìn dōu shi yìmáo.	Ten cents. All air mail within the country is ten cents.
M: Guówài hángkōng xìn ne?	And if you send outside the country?
F: Jì dào guówài qùde hángkōng xìn shi qīmáo. Hángkōng yóujiǎn shi sānmáowǔ.	Air mail letters going out of the country are seventy cents; aerograms are thirty-five cents.
M: Jì dào guówài qùde míngxìn-piàn ne?	And post cards mailed out of the country?
F: Hángkōngde liǎngmáoèr.	Air mail ones are twenty-two cents.
M: Guónèide píngxìn shi duōshao?	How much is regular mail within the country?
F: Běnshìde sìfēn. Wàidìde bāfēn.	Within the city, it's four cents. Outside the area (city), it's eight cents.
M: Qǐng ni gěi wo shízhāng yìmáode yóupiào, wǔzhāng hángkōng yóujiǎn, hái yào shízhāng qímáode hángkōng yóupiào.	Please give me ten ten-cent stamps, five aerograms, and ten seventy-cent stamps.
F: Hǎo. Yígòng jiǔkuài qímáowǔ.	Okay. Altogether it's nine dollars and seventy-five cents.
M: Zhèi shi shíkuài qián.	Here's ten dollars.
F: Zhǎo ni liǎngmáowǔ.	Here's twenty-five cents change.

NOTES AFTER DIALOGUE IN PART II:

shízhāng yóupiào, wǔge hángkōng yóujiǎn: Notice how both the counter -zhāng and the counter -gè are used here to talk about flat objects. Although the counter -zhāng would be correct for both nouns, the speaker feels free to use -gè also.

PART III

15. Wǒ yào wàng Měiguo jì yige bāoguǒ.	I want to mail a package to the United States.
16. Wǒ yào hǎiyùn.	I want to send it by sea mail.
17. Wǒ zhèige bāoguǒ yào bǎoxiǎn.	I want this package insured.
18. Wǒ bú huì xiě Zhōngguo zì. Qǐng ni tì wǒ xiě, hǎo bu hao?	I can't write Chinese characters. Please write it for me, all right?
19. Xiāngzi shàngtou xiězhe shénme ne?	What is written on top of the box?
20. *Wǒmen yào jiǎnchá ni yào jìde dōngxi.*	*We want to inspect the things that you want to mail.*
21. *XIAOXIN, QINGFÀNG.*	*CAREFUL, FRAGILE.*
22. *Nǐ zuìhǎo zài xiāngzi wàimian xiěshang XIAOXIN, QINGFÀNG.*	*It would be best if you write on the outside CAREFUL, FRAGILE.*

NOTES AFTER PART III:

tì: This is the prepositional verb meaning 'in place of, for'.

Mèimei tì wo qù mǎi cài.	Little sister is going to go buy food for me (instead of me).

shàngtou: -Tóu is a syllable like -biar. When added to a direction word, it changes it into a place name. The syllable -tóu, however, cannot be added to as many different direction words as -biar can. (See also final reference notes Directions Unit Five.)

Xiǎomàibù zài fàndiàn lǐtou.	The variety shop is in the hotel.
Fàndiàn wàitou yǒu yige yóutǒng.	Outside the hotel is a mailbox.

xiǎoxīn: 'To be careful'.

qǐngfàng: 'Fragile', or more literally 'to put lightly'.

zuìhǎo: This word acts as an adverb, coming after the subject nǐ and before the verb phrase. The word zuìhǎo is used in politely offering advice to someone, not in warning them what they'd better do.

Taipei:

A conversation at the Post Office.

F:	Wǒ yào wàng Měiguo jì yige bāoguo.	I want to mail a package to the United States.
M:	Nǐ yào jì hángkōng háishi hǎiyùn?	Do you want to send it by airmail or by sea mail?
F:	Hǎiyùn.	Send it by sea mail.
M:	Zhèi shi nǐ yào jìde dōngxī ma? Wǒmen yào jiǎnchá.	Are these the things you want to mail? We want to inspect them.
F:	Hǎo. Qǐng ni jiǎnchá ba.	Okay. Please inspect them.
M:	Ou, yítào pánziwǎn.	Oh, a set of dishes.
F:	Zhège kéyi bǎoxiǎn ma?	Can this be insured?
M:	Kéyi.	Yes.
M:	Nǐ zuìhǎo zài xiāngzi wàimian xiěshang XIǍOXIN, QINGFÀNG.	It would be best if you write on the outside CAREFUL, FRAGILE.
F:	Wǒ bú huì xiě Zhōngguo zì. Qǐng ni tì wo xiě, hǎo bu hao?	I can't write Chinese characters. Please write it for me, all right?
M:	Hǎo. Wǒ tì ni xiě.	Okay. I'll write it for you.

PART IV

23. Wǒ yǒu yíjiàn zhòngyàode shì yào gàosong wo fùmǔ.	I have something important that I want to tell my parents.
24. Wǒ xiǎng dǎ yìfēng diànbào.	I think I'll send a telegram.
25. Dào diànxìnjú qu zěnme zǒu?	How do you get to the telegraph office?
26. *Diànxìnjú gēn Táiběi Yóuzhèngjú zài yìqǐ.*	*The Telegraph Office and the Taibei Post Office are located together.*
27. *Nǐ bǎ dìzhǐ gēn yào shuōde dōu xiě zài zhèzhāng zhǐshang.*	*Write the address and what you want to say on this paper.*
28. *Diànbào Dàlóu*	*The Telegraph Building (Peking)*

NOTES AFTER PART IV

bǎ dìzhǐ: In sentence No. 28 the object comes before the verb and is preceded by the marker bǎ. Although it is common for an object to come before the verb marked by bǎ, not all objects can do so. The object in a ba-phrase is the direct object of an action verb. It is a particular know thing, not a new idea about to be introduced into the conversation. The action verb in the sentence is usually more than one syllable or followed by something else, such as a place name. For more on bǎ, see Transportation Unit 3 and Meeting Unit 5.

Qǐng ni bǎ shū fàngzai zhuōzishang.	Please put the book on the table.
Tā bǎ tāde chē mài le.	He sold his car.

diànxìnjú: 'Telegraph Office.' In the PRC the word used is diànxùnjú.

Taipei:

Mr. White, an American, is talking to a Chinese friend.

M:	Wǒ yǒu yíjiàn zhòngyàode shì yào wàng Měiguo dǎ yìfēng diànbào. Dào náli qù dǎ?	I have something important I want to send by telegram to America. Where do I go to send it?
F:	Dào Diànxìnjú qù dǎ.	You go to the Telegraph Office to send it.
M:	Zài náli?	Where is it?
F:	Zài Buóài Lù. Gēn Táiběi Yóuzhèngjú zài yìqǐ.	It's on Boai Lu. Together with the Taipei Post Office.
M:	Hǎo. Xièxie ni. Wǒ xiànzài jiù qù dǎ.	Okay. Thank you. I'll go right now to send it.

(Now he speaks to the clerk at the Telegraph Office.)

M:	Qǐngwèn, wǒ yào wàng Měiguo dǎ yìfēng Yīngwénde diànbào zěnme dǎ?	May I ask, I want to send an English telegram to the U.S. How do I send it?
F:	Nǐ bǎ dìzhǐ gēn yào shuōde dōu xiě zài zhèzhāng zhǐshang.	Write the address and what you want to say on this paper.
M:	Yíge zì duōshao qián?	How much is it per word?
F:	Yíge zì Táibì èrshíèrkuài wǔmáo qián. Zuìshǎo èrshige zì.	One word is 22.50 Taibi. The minimum is twenty words.
M:	Hǎo.	Okay.

(He writes down what he wants to say and hands it to the clerk.)

M:	Yígòng èrshiyíge zì.	Altogether it's twenty-one words.
F:	Yígòng èrbǎisìshiqīkuài wǔmáo qián.	Altogether it's 247.50
M:	Hǎo.	Fine.

Peking:

An American staying at the Peking Hotel asks the service attendant on her floor for some information.

F: Wǒ xiǎng dǎ yìfēng diànbào. Zài fàndiànli kéyi bu keyi dǎ? Háishi wǒ děi dào Diànbào Dàlóu qù dǎ?	I'd like to send a telegram. Can I send it in the hotel? Or do I have to go to the Telegraph Building to send it?
M: Búbì dào Diànbào dàlóu qù dǎ. Nǐ kéyi dào fàndiànlǐde yóujú qù dǎ.	You don't have to go to the Telegraph Building to send it. You can go to the post office in the hotel to send it.
F: Hǎo. Xièxie ni. Nǐ zhīdao duōshao qián yíge zì ma?	Good. Thank you. Do you know how much it is a word?
M: Wǒ yě bù zhīdaò. Nǐ wèn tāmen ba.	I don't know. You ask them.

Vocabulary

bǎ	*(object marker)*
bāoguǒ	package
bǎoxiǎn	to protect by insurance, to insure
běnshì	***this city***
-céng	counter for floors of buildings
dǎ diànhuà	to make a phone call, to telephone
diànbào	telegram
Diànbào Dàlóu	*Telegraph Office*
diànhuà	phone call
Diànxìnjú	Telegraph Office
-fēng	(counter for letter)
fúwùtái	service desk
guàhào	to register(something)
guàhàoxìn (yìfēng)	registered letter
guówài	*outside the country, foreign*
guónèi	*within the country, domestic*
hǎiyùn	sea mail
hángkōng	air mail
hángkōng yóujiǎn	aerogram
-jiàn	(counter for matter, affairs)
jiǎnchá	*to inspect, examine*
jì	to mail, to send by mail
lóuxià	downstairs
míngxìnpiàn	post cards
píngxìn	regular mail, surface mail
qīngfàng	*fragile(lit. put down lightly)*
shì(yíjiàn)	matter, affair,thing
tì	in place of (someone), for
tiē	to paste on, to stick
wàidì	*outside the local area*

wàimian	outside
xiāngzi	box, suitcase, trunk
xiǎoxīn	*to be careful*
xiěshang	*to write on (something)*
xìn (yìfēng)	letter
xìnfēng	envelope
xìnzhǐ	stationery
yìqǐ	*together, together with*
yóujú	post office
yóupiào(yìzhāng)	stamp
yóu tǒng	mailbox
yóuzhèngjú	post office
zhòngyào	to be important
zuìhǎo	*the best; "it would be best "*
zuìshǎo	*at least, at the minimum*

Post Office and Telephone Module, Unit 2

PART I

1. Qǐng ni gěi wo jiē Měidàsī.	Please connect me with the Department of American and Oceanic Affairs.
2. Qǐng Tán Sīzhǎng jiē diànhuà.	Please have Bureau Chief Tan come to the phone.
3. Tā xiànzài zài bu zai bàngōngshì?	Is he in his office now?
4. Qǐng xiān bié guà.	Don't hang up just yet?
5. Wǒ gěi ni zhǎo tā.	I'll look for him for you.
6. Tán Sīzhǎng xiànzài yǒu shì.	Bureau Chief Tan is busy right now.
7. Tā bù néng lái jiē diànhuà.	He can't come to the phone.
8. Tā děng yìhuǐr gěi ni huí diànhuà.	He will call you back in a little while.
9. *Wàijiāobù*	*Ministry of Foreign Affairs*

NOTES AFTER PART I:

jiē: This is the verb 'to connect', 'to join'. It is also the verb 'to receive a message or mail'.

bié: This is the negative imperative 'don't!'

Bié gēn ta shuō!	Don't talk with him!
Bié zài shuō ba!	Don't talk about it again.

zhǎo: This is the verb 'to look for'. It is also sometimes translated as 'to find'.

Wǒ qù zhǎo ta.	I'll go look for him. (I'll go find him.'

néng: 'to be able to'. Although this verb overlaps in meaning with kéyi, 'can, may', there are definite differences. The verb néng is more general, while kéyi has the narrower meaning 'be able to' the sense of 'be permitted to do so by someone'.

Peking:

F1: Wèi! Wàijiāobù.	Hello, Ministry of Foreign Affairs.
M: Qǐng ni gěi wo jiē Měidàsī.	Please connect me with the Bureau of American and Pacific Affairs.
F2: Měidàsī.	Bureau of American and Pacific Affairs.
M: Qǐng Tán Sīzhǎng jiē diànhuà.	Please have Section Chief Tan come to the phone.
F: Tā xiànzài bú zài bàngōngshì. Nín shi nǎr?	He's not in the office right now. Who's calling?
M: Wǒ shi Jiānàdà Dàshiguǎnde Dàwèi Āndésēn.	I'm David Anderson of the Canadian Embassy.
F: Nǐ xiān bié guà. Wǒ gěi ni qù zhǎo ta.	Don't hang up just yet. I'll go look for him for you.
. . .	
F: Āndésēn Xiānsheng. Tán Sīzhǎng xiànzài yǒu shì, bù néng lái jiē diànhuà. Qǐng ni gàosu wo nǐde diànhuà hàomǎr. Tán Sīzhǎng děng yìhuǐr gěi ni huí diànhuà.	Mr. Anderson. Bureau Chief Tan is busy right now, and can't come to the phone. Please tell me your telephone number. Bureau Chief Tan will call you back in a little while.
M: Hǎo. Wǒde diànhuà hàomǎr shi sān-sì-wǔ--liù-liù-yāo.	Fine. My telephone number is 345-661.

PART II

10.	Qǐng jiē sānshièrhào fēnjī.	Please connect me with extension number 32.
11.	Qǐng dà yìdiǎr shēng shuō.	Please speak a little louder.
12.	Wǒ tīng bù qīngchu.	I can't hear you clearly.
13.	Wǒ shi yige Měiguo shāngrén.	I'm an American businessman.
14.	Nǐde míngzi wo xiěxialai le.	I wrote down your name.
15.	*Wàimàobù*	*Ministry of Foreign Trade*

NOTES AFTER PART II:

Qǐng dà yìdiǎr shēng shuō: Notice that the phrase describing the manner of action, dà yìdiǎr shēng (with a little bit louder voice), comes before the main verb shuō, 'to speak'.

qīngchu: This is the adjectival verb 'to be clear'.

Peking:

F1:	Wài, Wàimàobù.	Hello, Ministry of Foreign Trade.
M:	Qǐng jiē sānshièrhào fēnjī.	Please connect me with extension number 32.
F1:	Hǎo.	All right.

(The receptionist puts the call through.)

F2:	Wài.	Hello.
M:	Qǐng Lǐ Dàmíng Xiānsheng jiē diànhuà.	Please have Mr. Li Daming come to the phone.
F2:	Wài. Qǐng dà yìdiǎr shēng shuō. Wǒ tīng bù qīngchu.	Hello. Please speak a little louder. I can't hear you clearly.

(He speaks a little louder.)

M:	Qǐng Lǐ Dàmíng, Lǐ Xiānsheng jiē diànhuà.	Please have Lǐ Dàmíng, Mr. Lǐ come to the phone.
F2:	Ōu, nǐ zhǎo Lǐ Dàmíng jiē diànhuà. Hǎo, qǐng ni děng-yìděng.	Oh, you want Li Daming-to come to the phone. Okay, please wait a moment.
M:	Hǎo.	All right.
F2:	Ōu, tā qù chī fàn qù le. Nín shi nǎiwèi?	Oh, he went out to eat. Who is calling?
M:	Wǒ shi Qiáozhì Dàfēi. Wǒ shi yige Měiguo shāngrén. Wǒ zhùzai Běijīng Fàndiàn 504 hào.	I'm George Duffy. I'm an American businessman. I'm staying at the Peking Hotel, room 504.
F2:	Hǎo, nǐde míngzi wǒ xiě-xialai le. Děng Lǐ Dàmíng huílai wǒ gàosu ta gěi ni huí diànhuà.	Okay, I wrote down your name. When Li Daming returns, I'll tell him to call you back.
M:	Xièxie ni.	Thank you.

PART III

16. Sānshièrhào fēnjǐ zhànzhe xiàn ne.	Extension 32 is busy.
17. Wǒ méi tīngdǒng.	I didn't understand.
18. Nǐ yào děngyiděng háishi guò yìhuǐr zài dǎlai?	Do you want to wait or call back in a little while?
19. Nǐ yào liú ge huà ma?	Do you want to leave a message?
20. Bú yòng le.	No need to.
21. *Wǒ gěi ni jiēguoqu.*	*I'll connect you.*

NOTES ON PART III:

... zhànzhe xiàn ne: -Zhe is the marker of DURATION of actions and states. It indicates that an action or state lasted (or lasts) for an amount of time. The marker ne marks ONGOING actions and states. In this expression the marker -zhe tells us that at some time the line CONTINUES to be occupied, and the marker ne tells us that this is GOING ON now. -Zhe is used in sentences to describe activities which last over a period of time, whether that time is past, present or future. A verb plus -zhe in Chinese often corresponds to the '-ing' form of the verb in English.

Zǒuzhe qù kéyi ma?	Can you get there by walking?
Tā hái bìngzhe ne.	He is still sick.

tīngdǒng: This is a compound verb meaning 'to understand (by listening)'.

guò: This is the verb 'to pass, cross, go through.' It can be used when talking about time or space.

Guò liǎngtiáo jiē, wàng zuǒ zǒu.	Go past two streets and go to the left.
Guò liǎngfēn zhōng, wǒ zài lái.	I'll be back in two minutes.

Taipei:

F1:	Wài, Táiwān Yínháng.	Hello, Bank of Taiwan.
M:	Qǐng ni jiē sānshièrhào fēnjǐ.	Please connect me with extension number 32.
F1:	Hǎo. ... Duìbuqǐ, zhànzhe xiàn ne.	All right. ... I'm sorry that line is busy.
M:	Nǐ shuō shénme? Wǒ méi tīngdǒng. Qǐng ni zài shuō yícì.	What did you say? I didn't understand. Please say it again.
F1:	Sānshièrhào fēnjǐ zhànzhe xiàn ne. Jiù shi shuō yǒu rén zài shuō huà ne.	Extension number 32 is busy. That's to say there is someone talking.
M:	Òu, wǒ dǒng le.	Oh, I understand now.
F1:	Nǐ yào děngyiděng ne, háishi guò yìhuǐr zài dǎlai ne?	Do you want to wait or call back in a little while.
M:	Wǒ děngyiděng.	I'll wait.
F1:	Wài, sānshièrhào fēnjǐ méiyou rén shuō huà le. Wǒ gěi ni jiēguoqu.	Hello, there's no one talking on extension number 32 now. I'll connect you.
M:	Xièxie.	Thank you.
	. . .	
F2:	Wéi!	Hello.
M:	Qǐng Fāng Mínglì, Fāng Xiáojie jiē diànhuà.	I'd like to speak with Fang Mingli, Miss Fang.
F2:	Òu, duìbuqǐ tā bú zài. Nǐ yào liú ge huà ma?	Oh, I'm sorry, she's not here. Do you want to leave a message?
M:	Bú yòng le. Wǒ xiànzài yào chūqu, wǒ xiàwu zài dǎlai.	No need to. I'm going out now. I'll call back this afternoon.

PART IV

22. Qǐngwèn, zhè fùjìn yǒu gōngyòng diànhuà ma?	May I ask, is there a public telephone in the area?
23. Wǒ wàngle dài tāde diànhuà hàomǎr.	I forgot to bring his telephone number.
24. Wǒ bú huì chá Zhōngguo diànhuàbù.	I don't know how to look things up in a Chinese phone book.
25. *gōngguǎn*	*residence, home (a polite reference to another's residence)*

Taipei:

M: Qǐngwèn, zhè fùjìn yǒu gōngyòng diànhuà ma?	May I ask, is there a public telephone in the area?
Fl: Zhèige gōngsī ménkǒu jiù yǒu.	There's one at the doorway of this company.
M: Òu, jiù zài zhèli. ... Duìbuqǐ, wǒ xiǎng gěi wǒde péngyou Wáng Dànián dǎ diànhuà, kěshi wǒ wàngle dài tāde diànhuà hàomar.	Oh, it's right here. Excuse me, I want to call may friend Wang Danian, but I forgot to bring his telephone number with me.
Fl: Gōngyòng diànhuà nàli yǒu diànhuàbù.	The public telephone has telephone book.
M: Wǒ bú huì chá Zhōngguo diànhuàbù. Qǐng ni tì wǒ cháyicha, hǎo bu hao?	I don't know how to look things up in a Chinese phone book. Please look it up for me, all right?

F1: Hǎo.	Okay.

(After the young lady finds the number, he dials it. A servant picks up the phone.)

F2: Wèi, Wáng gōngguǎn.	Hello, the Wang residence.
M: Qǐng Wáng Dànián, Wáng Xiānsheng shuō huà.	I'd like to speak with Mr. Wang, Mr. Wang Danian.

(He hears the servant say...)

F2: Xiānsheng, yǒu nǐde diànhuà.	There's a call for you, Sir.

Vocabulary

bàngōngshì	office
bié	don't
bú yòng	no need to
chá	to look up (information)
dài	to bring with one, to carry along
diànhuàbù	phone directory
fēnjī	telephone extension
gōngguǎn	residence, home (a polite reference to another's residence)
gōngyòng	public, for public use
guàshang	to hang up (telephone)
guò	to pass(some time)
huí diànhuà	to return a phone call
jiē	to connect, to join
jiēguoqu	*to connect, to put through (phone call)*
liú ge huà	to leave a message
Měidàsī	Bureau of American and Pacific Affairs
míngzi	name
néng	can, to be able
qīngchu	to be clear
shāngrén	businessman
shēng	sound, voice
tīng	to listen to, to hear
tīngdong	to understand (by listening)
Wàijiāobù	*Ministry of Foreign Affairs*
Wàimàobù	*Ministry of Foreign Trade*
wàng	to forget
xiàn	telephone line, wire
xiěxialai	to write down

yìhuǐr	a short while, a moment
zhàn	to occupy a space
zhǎo	to look for, to find